



January 5, 2015

Dr. Mark Underwood  
Vice President of Academic Affairs  
Southwest Texas Junior College  
2401 Garner Field Road  
Uvalde, TX 78801-6297

Dear Dr. Underwood:

Thank you for your letter of November 14, 2014, providing notification of the creation of an Early College High School with the College as the state-required partnering higher education institution.

Knippa Independent School District students in the Early College High School will be able to complete more than 50% of the Associate of Arts, Associate of Science, or Associate of Applied Science degree within two years of the starting date of the Early College High School (August 25, 2014).

It is not clear where the Early College High School is located. If it is located at a currently unapproved off-campus site where the College will be offering courses, then notification is due when students can earn 25-49% of any program at the site. If students will be able to earn 50% or more of any program at the site, a prospectus for approval of the site is due at least three months prior to the date when students are able to earn 50% or more of any program.

In summary and in answer to the question posed in the letter concerning whether a prospectus is necessary, substantive change policy requires that when an institution initiates a previously unapproved off-campus site, including an Early College High School site, a prospectus for approval is due if students may earn 50% or more of any program at the site.

If, however, the Early College High School is located on the College campus, then the following information should be provided:

- Admission policies for students attending the Early College High School.
- Student services offered in order to ensure the success and safety of high school students attending classes on a college campus.
- Academic support services that are available to ensure success of the students.

**We acknowledge the information provided and look forward to receipt and review of appropriate additional information as noted above.**

Best regards,

Belle S. Wheelan, Ph.D.  
President

BSW/ABC:efk

cc: Dr. Hector Gonzales, President  
Dr. Mary P. Kirk